



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## HUM RGTS ENFORCEMENT BRANCH MANAGER

Job Number: 20001159

Job Code: 62920V000101

Job Group: 6200 - HUMAN SERVICES

Job Established: 10/16/1994

Job Revised: 05/16/2008

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides overall management and supervision of agency enforcement activity including supervision and evaluation of Housing, Employment/Public Accommodation section supervisors, human rights compliance enforcement officers and support staff assigned to enforcement activities. Oversees investigation and inquiries and complaints to ensure pertinent case processing and federal contract requirements are met. Performs duties of the executive director in his/her absence; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have six years of administrative, management or legal experience.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree in social work or a related field will substitute for two years of the required experience. Licensure to practice law in the Commonwealth and a law degree from an American Bar Association recognized school of law will substitute for four years of the experience requirement.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Administer the day-to-day operations of the Enforcement Branch, including the supervision and evaluation of all subordinates including Housing, Employment/Public Accommodations Section Supervisors, Compliance Enforcement officers and support staff assigned to the Enforcement Branch. Advises the executive director on enforcement branch operations. Prepares and presents written/oral summaries regarding enforcement activities and issues to Commission members including status reports, case summaries and special investigations, serves as agency representatives by attending and participating in seminars, workshops and conferences. Testifies at hearings, interprets, applies and enforces federal, state and Commission rules and regulations, policies and procedures. Reviews the expenditures of state and federal funds. Coordinates enforcement activities in conjunction with the Public Affairs section supervisor of satellite offices throughout the Commonwealth. Meets with and provides technical assistance to local human rights commissions and other interested groups relative to Community Service activities.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting or a public forum.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*